

How to Host a Virtual Neighborhood Association Meeting

1. Determine your platform based on functionality and user-friendliness.

Zoom and WebEx have proven to be two platforms Neighborhood Association Officers are most comfortable with using to host their virtual neighborhood meetings. Those considering holding virtual meetings should consider user-friendliness when deciding on a platform.

Here's what we've learned about **Zoom**. Zoom generates a phone number for participants to call and they would enter a PIN to join. This is a free platform with a 40-minute duration limit for up to 100 participants. If you use a video call, it allows everyone to see one another. Learn more at <https://zoom.us/>

- How to SCHEDULE a ZOOM meeting - <https://youtu.be/XhZW3iyXV9U>
- How to HOST a ZOOM meeting - https://youtu.be/ygZ96J_z4AY
- How to JOIN a ZOOM meeting - <https://youtu.be/hlkCmbvAHQQ>

NOTE: When using the free ZOOM account, please note that the meetings can only last 40 minutes.

WebEx on the other hand offers conference call services for both audio and video calling. WebEx is also a free platform that allows for a 40-minute meeting for up to 50 participants. Learn more at <https://www.webex.com/conference-call.html>

- How to SCHEDULE a WebEx meeting - <https://youtu.be/O2aFzgXR4Sc>
- How to HOST a WebEx meeting - <https://youtu.be/dCgYBCj7MKU>
- How to JOIN a WebEx meeting - <https://youtu.be/ru85544RveA>

GoToMeeting.com is a platform that has also become a favorite option for hosting teleconferencing and online meetings. Through the free version of the platform, participants can access the platform through their computer or telephone. Learn more at <https://www.gotomeeting.com/meeting/join-meeting>

- How to SCHEDULE on GoToMeeting - <https://youtu.be/sWhG88WQCEc>
- How to HOST on GoToMeeting - <https://youtu.be/OtgL1lIP2AY>
- How to JOIN on GoToMeeting - <https://youtu.be/Sbmjz1lf7mA>

Freeconferencecall.com is another medium that has proven to be useful to Officers who wish to hold conference call meetings. This is the most popular, free conference call service where hosts can create a login and password to generate their conference call phone number and PIN. Participants would then dial a phone number and insert a pin code to join the call. Learn more at <https://www.freeconferencecall.com/>

2. Inform residents of the Association's intention to meet.

Neighborhood Officers have a duty to keep residents informed and knowledgeable of community resources and City updates. During this age of virtual meeting, Neighborhood Association Officers are

currently using the following platforms to notify acting neighborhood association members as well as other interested residents:

- Next Door
- Everbridge
- Facebook Page
- Calling Post
- Direct Phone Calls
- Direct Emails

Consistency is key when it comes to hosting your virtual meeting. It is suggested that officers host your regular neighborhood meeting on your usual meeting date and time. As you share your intention to meet also share Meeting IDs and PIN code information through your normal channels. Letting people know about the meeting will ensure that members have the information needed to participate in the virtual meeting.

3. Inform your Speakers of the intention to meet.

Don't forget to invite your City Councilperson, Community Resource Representative (CRR), Environmental Inspector, and BPD Education Officer. Keep your typical speakers involved in your meeting and share any Meeting IDs and PIN code information with them so that they can make themselves available to join your virtual neighborhood meeting.

4. Provide attendees with a reminder.

Virtual meetings are new for many of us; as a result, many members may forget that they are happening. Officers choosing to send reminders the day before the meeting will prove to be beneficial for all those intending to join.

5. Conduct the meeting using your pre-planned agenda.

Agendas keep your meeting focused and provide structure to your virtual meeting. It is good meeting courtesy to read the agenda topics at the start of your meeting so that everyone will have a good idea of what the business will be during the call. During the first part of your meeting, you are expected to conduct a roll call and document attendees on the Virtual Meeting Sign-In Sheet. If you plan to vote on necessary items, you will also find that the Virtual Meeting Sign-In Sheet has a space to record the Yes or No vote for each attendee.

6. Submit Minutes, Virtual Meeting Sign-In Sheet, Project Sheets to your CRR.

After your successful virtual meeting, remember to submit all documents to your CRR. Minutes will summarize all agenda items mentioned during the meeting and your virtual meeting sign-in sheet will note attendance and the vote recorded.

